REGULATION FOR
THE READING ROOMS
AND THE CLOSED STACKS
OF THE LIBRARY SYSTEM
OF THE UNIVERSITY OF TRENTO

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Art. 1 – Users

1. The reading rooms are open to students, professors and staff of the University of Trento. They are also open to any person who has a library card of the Trentino Library System.

Art. 2 – Behaviour in the library

1. Silence must be maintained in the library. Food and drinking, umbrellas, and mobile phones switched on are not permitted into the library. Where possible, bags and cases should be deposited in lockers.
2. Users are allowed to stay in the library only to study or read library material. No personal belongings can be used to reserve seats. After 45 minutes, a seat occupied by any belonging will be considered free.

Art. 3 – Computer facilities

1. The use of computer facilities is governed by the Information Technology Department of the University of Trento. Users must observe all conditions imposed by the Library System.

Art. 4 – Items in the Reading rooms

1. Users are allowed to consult all items of the reading rooms. Items should be replaced on the shelve by users themselves.
2. Users may take up to 5 items out of the reading rooms by leaving an identity document to the Circulation desk staff.

Art. 5 – Requesting an item from the closed stacks

1. A form must be filled in for each item requested from the closed stacks.
2. Users must give the staff an identity document, which will be given back when items on loan are returned.
3. Non-circulating items, items to be consulted, or short-loan items are to be returned on the same day they are requested.
   Changes in the loan policy are determined from time to time by the Librarian. Details for each library are given on the Library System web-site.
Art. 6 – Access to the closed stacks

1. Only some kinds of members are entitled to access the closed stacks and each library has its own Closed stacks admittance regulation.

Art. 7 – Closed stacks Policy

1. Users allowed to access the closed stacks can take items from the shelves and consult them in specific areas. The searching in compact shelving must be limited to the minimum time for safety. Rare and antique books, and electronic resources are to be requested to the staff. In the Central library, users have access only to the periodicals’ area for security reasons. Library staff can stop any activity in the library which they consider prejudicial to the safety either of users or staff, or to the preservation of the collections.
2. The seats in the closed stacks area are to be used only to read works of the library collection.
3. In the Central library only periodicals can be consulted. Books are to be requested to the staff.
4. After consulting the items needed, users should give them back to the staff, or leave them in designated areas.
5. Only professors and researchers are allowed to take out materials from the closed stacks, after filling and handing out the form to the library staff.

Art. 8 – Penalties

1. For overdue material, users are immediately excluded from borrowing and consulting bibliographic material. Exclusion lasts for 30 days after the return date.